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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 28, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-16

TO: ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to LaGov ERP Conversion and ISIS HR System Availability

The ERP Project Team has requested additional time to complete tasks related to the DOTD conversion that must be completed after off-cycles have been processed on Tuesday, November 2, 2010. As a result, **the off-cycle workbench will close at 3:00 p.m. on Tuesday, November 2, 2010**, which is earlier than previously reported to you in OSUP Memo [#2011-13](#). The Help Desk staff will still be available all day to assist agencies, and the Office of State Uniform Payroll staff will be available from 11:00 – 4:00.

The attached calendar illustrating the processing changes and deadlines has been updated to reflect these changes.

Please contact Paula Rotolo by email: Paula.Rotolo@la.gov or by phone: (225) 342-5337 or Lawanna Green by email: Lawanna.Green@la.gov or by phone: (225) 342-5333 if you have any questions or concerns about this change.

APH/PAR:pbh

Attachment: [LaGov ERP Conversion Calendar](#)